

All: I invite all interested spouses of ISC active-duty members to volunteer as ISC Honolulu Ombudsman. Deadline to submit resume to ISC XO, CDR Erin Brogan, is 30 May 2006.

Further information is below. Please pass this information to your spouse, and urge them to consider serving in this important position.

Thank you for your consideration.

Sincerely,

Captain M. E. Cutts
Commanding Officer, Coast Guard ISC Honolulu
808-842-2005

Duties:

- Assist ISC families with information and referral to resources, as needed
- Advise ISC command about the needs and concerns of our families
- Serve as a liaison between the command and ISC families to ensure information is clear and delivered promptly
- Establish an efficient way to communicate with families, both routinely and when urgent. Some examples might be a newsletter, e-mail, and/or telephone tree.

Appointment: usually for one year, with renewal possible

Command will provide:

- Training, Advice, and Support
- Unit Roster
- Name Tag
- Telephone Answering Service/Machine, if necessary
- Authorization to ride as a passenger in Government vehicles
- Funding or Services- / Materials-In-Kind for all Ombudsman-Duty-related expenses (mail materials, postage, admin supplies and services, copying, childcare, local mileage, travel and per diem for training, parking, and telephone calls)
- Coverage under Workers Compensation and the Tort Claims Act while acting officially

Selection Process:

1. Applicants should forward a brief, one-page resume to CDR Brogan, ISC XO, at the address listed below. The deadline for applying is 30 May 2006.

Commanding Officer (cx)
USCG Integrated Support Command
400 Sand Island Parkway, Honolulu, HI 96819-4398

Resume should contain:

- Name
- Address
- Telephone Number
- Education [school(s) attended; subjects studied; degree(s) received, if any]
- Other Training [kind, length, year of workshop(s), seminar(s), etc]
- Employment History [position, company, responsibilities]
- Relevant Experience [related volunteer work or life experiences (including those as CG spouse); duties; achievements; skills acquired]
- Honors / Memberships [any awards received, memberships in organizations, offices held]
- Criminal / Ethical History [any past or present situations (like domestic violence) the command should be aware of]
- References [people who know you well or past employers who would be able to discuss your character and/or work performance]
- Reason(s) why you believe you'd like to volunteer as Command Ombudsman (include any long-range goals)
- Reason(s) why you believe you're qualified for this position

2. Once applications are received, each applicant will be interviewed by the command, a Coast Guard records check will be performed, and an applicant will be offered the position.